

NATIONAL SECURITY COUNCIL

August 10, 1974

MEMORANDUM FOR

F.W.M. JANNEY

Director of Personnel

Central Intelligence Agency

STATINTL

For attention of [REDACTED]

SUBJECT: Request for detail of clerical assistants to the
National Security Council Staff

This is a follow-up to several telephone conversations we have had recently and to your request for a memorandum outlining our needs. If at all possible, we should like your consideration to the detail, for an indefinite period, of three (3) clerical assistants, by priority, as shown:

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1. - 1 clerk-typist -- assigned to [REDACTED] Deputy NSC Staff Secretary.

92-04
Requirements: Fast and accurate typing; frequent pressure jobs; good telephone manner; file clerk; backstop for two girls in Staff Secretary's office with late duty every third weekday and every third Saturday (schedules usually arranged among the girls); assist in preparing briefing books for the President and other high level officials.

2. - 1 stenographer (junior grade secretary) -- assigned to Office of the Deputy Assistant to the President for NSC Planning (Richard T. Kennedy).

92-04
Requirements: Good shorthand skills; good telephone presence; rotational overtime.

3. - 1 clerk-typist -- Office of the Director, NSC Program Analysis Staff.

92-04
Requirements: Typing; good telephone presentation in handling inter-agency working groups; assisting in preparation of briefing books; overtime on rotational basis.

This office is interviewing candidates for all three of the mentioned positions but with little success at this time. Your assistance will be greatly appreciated in our request for details, for the time being.

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The Saturday typing help (I am it) is degenerating in quality performance.

L. J. Mock

9/10/74

(DATE)

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